



# LOSS OR DAMAGE ADVICE/INSURANCE CLAIM FORM

This form is to be used for all advice or claim under the Property Insurance Plan of Scouts Australia, Queensland Branch Inc. **All potential claims are to be notified immediately** and this form complete and forwarded to the Insurance Officer at Branch Headquarters, either by email to [scoutsafe@scoutsqld.com.au](mailto:scoutsafe@scoutsqld.com.au) or fax to 387074960 or by mail to P.O. Box 520, Toowong Qld 4066 **within 7 days of the incident.**

Name of Formation/Group/District or Region submitting claim: .....

Name of Formation Leader: ..... Contact Phone No.....

Email contact.....

Name and Location of Property subject of claim: .....

1. Tick square which indicates manner of loss:-

- Fire   
 Storm and Tempest   
 Malicious Damage   
 Burglary (forcible entry)   
 Plate Glass  
 Machinery Breakdown   
 Other - State how loss occurred.....

2. On what date and approximate time do you believe the theft, loss or damage took place?	
3. (a) State whether the property was stolen, lost or damaged (b) If stolen, do your suspicions rest on anyone, and, if so, whom? (c) When and where was the property last seen by you?	
4. (a) State the circumstances under which the theft, loss or damage took place. (b) If burglary, what evidence was found to indicate that forcible entry was made?	
5. If the property was stolen or lost- (a) Give the date the police were advised, and name of police officer and station (in such cases the Police must be advised promptly and furnished with particulars of <b>ALL</b> missing articles). (b) Have other steps have been taken to recover the missing articles.	
6. Are there other insurances on the same property?    E.g., building hired from another party.	
7. Have you previously sustained any theft or loss of or damage to the property? If so, provide information, date, nature of loss and amount paid.	
8. Two (2) quotations are required for all repairs or property replacement included on this Claim. In relation to equipment replacement, the Formation should refer to the Property Return lodged with BHQ.	Quotes should be sent to BHQ as soon as available.

I DO HEREBY SOLEMNLY AND SINCERELY DECLARE the foregoing Statements and particulars attached here to be true and correct and I make this true and solemn declaration by virtue of the Statutory Declarations Act 1911-1944 of the Commonwealth of Australia conscientiously believing the statements and particulars contained herein to be true in every particular.

BHQ ONLY
Checked: .....
Date: .....

Signature Chairman / Secretary / Group Leader / Commissioner  
..... Date: .....